

**To:** All OHSAA Officials  
**From:** The OHSAA Officiating Department  
**Re:** DragonFly Transition Update – Claim Your Officiating Account  
**Date:** June 20, 2023

As our state continues the transition to DragonFly for OHSAA games and officiating assignments, as first announced in the memo found [here](#), OHSAA officials are now welcomed to claim their account in the DragonFly system if they have not already. Additional DragonFly training resources for officials, including training videos for the items listed below, can be found in the 'Officials' section at <https://www.dragonflymax.com/ohio>. Our office will be offering virtual training of the items listed below if any OHSAA official needs further guidance. An invitation will be emailed as these virtual sessions are scheduled. As a reminder, officiating permit renewals for the 2023-24 school year will remain in myOHSAA and became available June 1.

**IMPORTANT!** The email address you should use to claim your DragonFly account should match your email address in myOHSAA.

## Here's How to Claim Your OHSAA Account

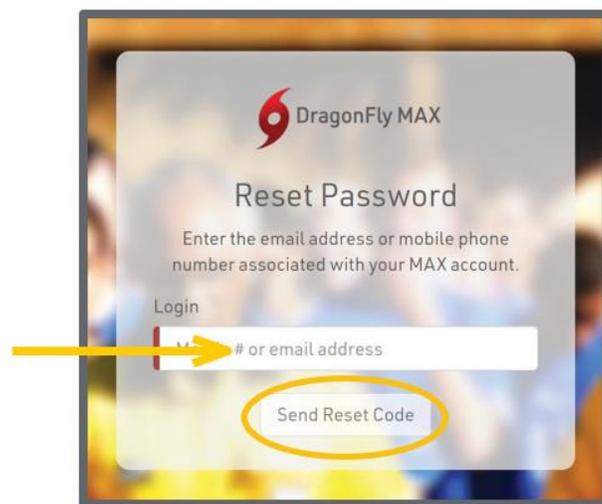
1. To claim your OHSAA account, visit <https://max.dragonflyathletics.com/maxweb/max-cover/login/forgot-pass> for the 'Forgot My Password?' webpage.
2. Enter the email address associated with your myOHSAA account and click 'Send Reset Code.' A verification code will be sent to your email inbox.

**Important:** Be sure that the email address you enter is exactly as it is listed above. Double check for correct spelling, no spaces, and complete email domain.

Example:

✘ ~~dragonfly~~@dragonflyathletics

✔ dragonfly@dragonflyathletics.com



3. In the first field, **enter the reset code** you received via email. In the second field, **enter the new password** you wish to use. Then select 'Change Password.'

Your password should now be changed. Please visit the [DragonFly Max website](#) and log in as normal.

**Important:** Notice there are two fields. The system may auto populate your username in the first field. Be sure to delete your username if that happens. Make sure you type the reset code in the first box (we recommend copying the code from your email and pasting it into the first field) and your new password in the second box.

DragonFly MAX

Check your messages at  
wade@dragonflyathletics.com for a password reset  
code, and enter a new password below.

Password Reset Code

Reset code sent to wade@dragonflyathletics.c

New Password

New Password

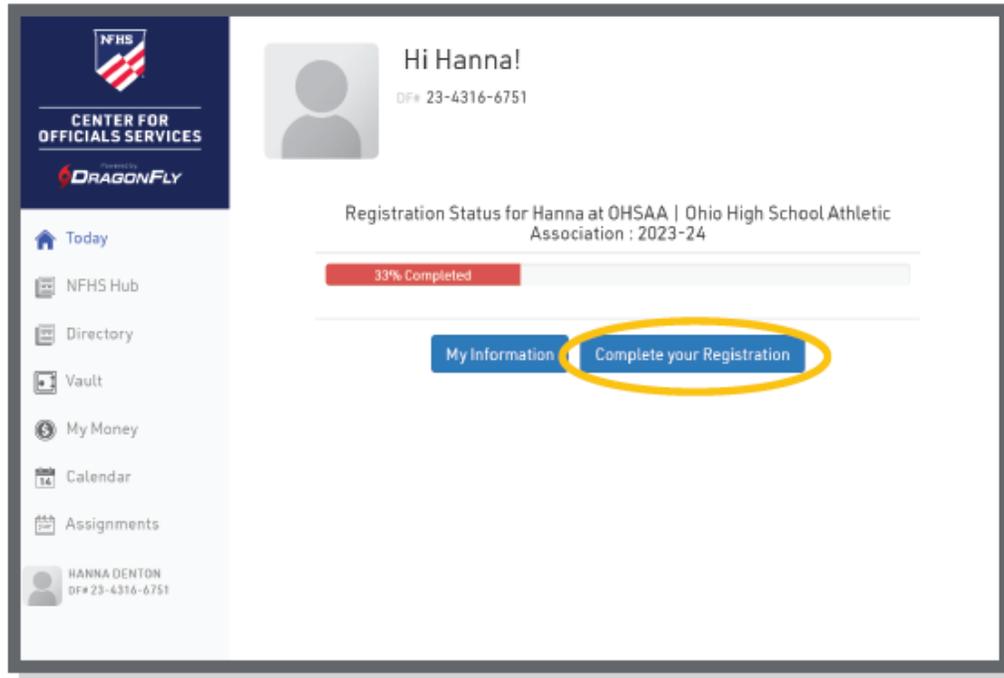
< I Didn't Get My Code

**Note:** If you encounter an error or you don't see an email reset code in your inbox, please check your junk or spam filter, or go to the section "Why Am I Not Getting a Reset Code?" [here](#). If you are using a school or corporate email, you may need to request your IT Department to whitelist emails from [help@dragonflyathletics.com](mailto:help@dragonflyathletics.com).

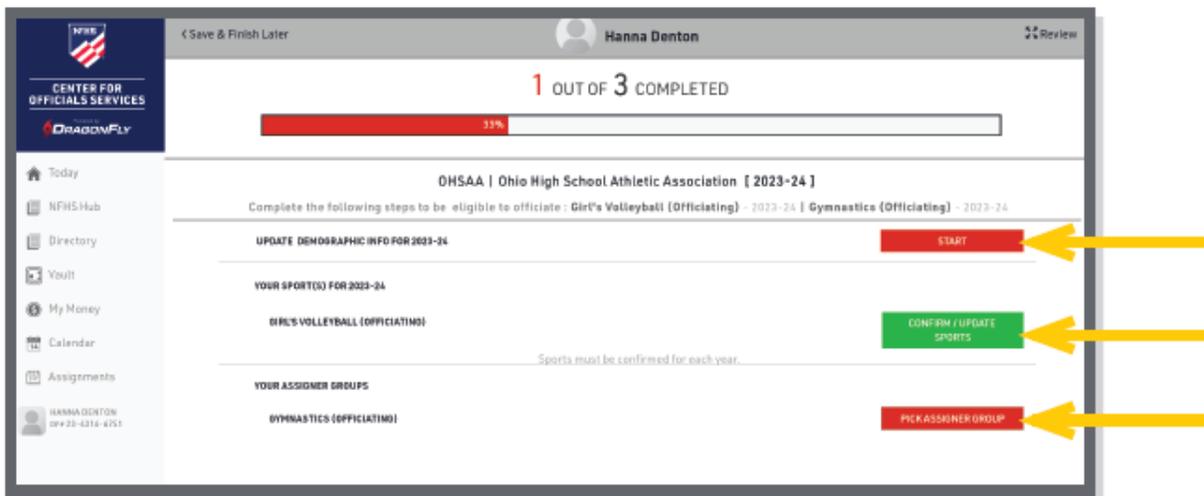
FOR HELP CONTACT [SUPPORT@DRAGONFLYATHLETICS.COM](mailto:SUPPORT@DRAGONFLYATHLETICS.COM)

## Here's How to Choose Your Assigner

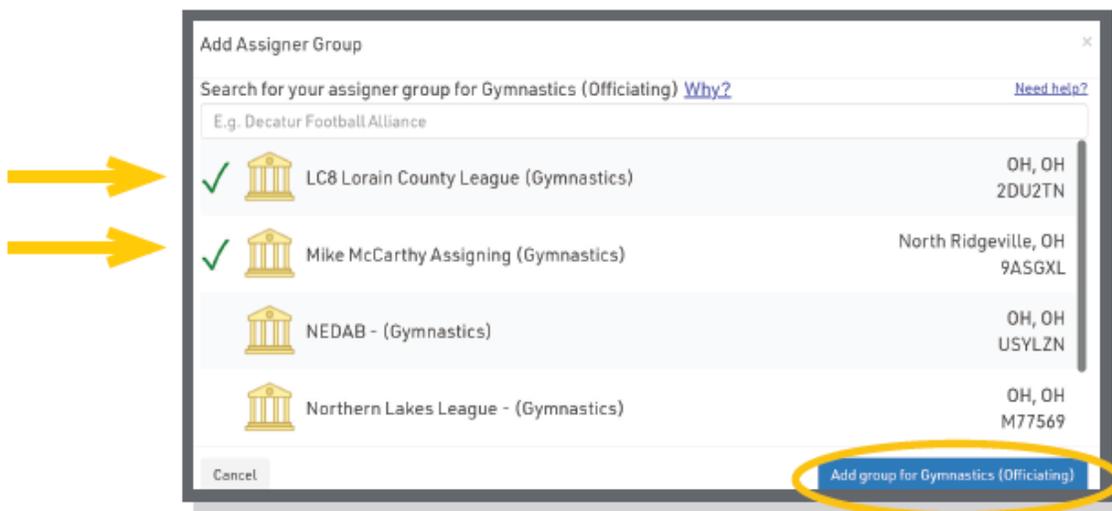
1. Log in to your DragonFly Max account at [DragonFly Max website](#), review and accept the Terms of Service. On the Today page, click the **'Complete Your Registration'** button on your OHSAA Registration Status.



2. Complete the sections on this page including **Demographic Information, Confirm/Update Sports, and Pick Assigner Group**.

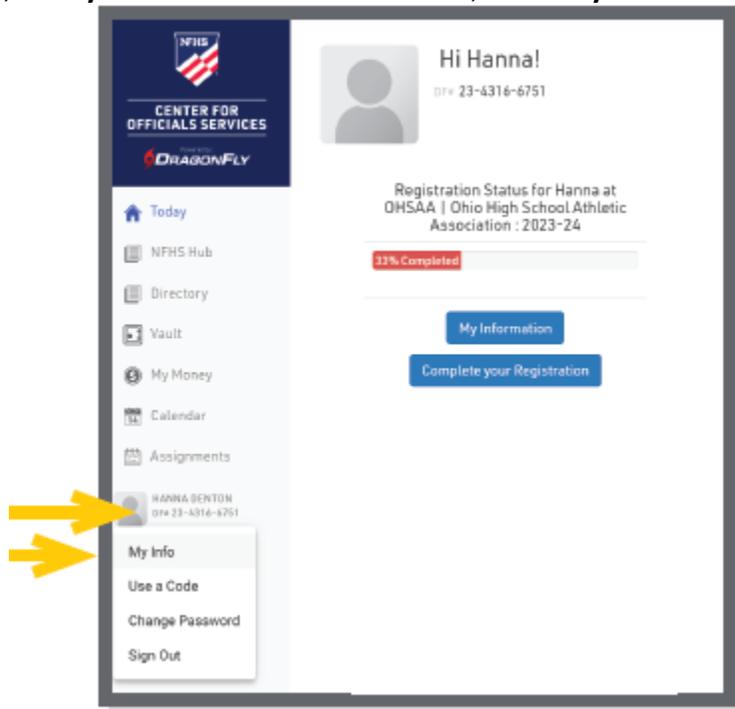


In the 'Pick Assigner Group' section, select up to 3 group(s) and click 'Add Group'. Please contact your assigner if you are unsure what they have named their group.

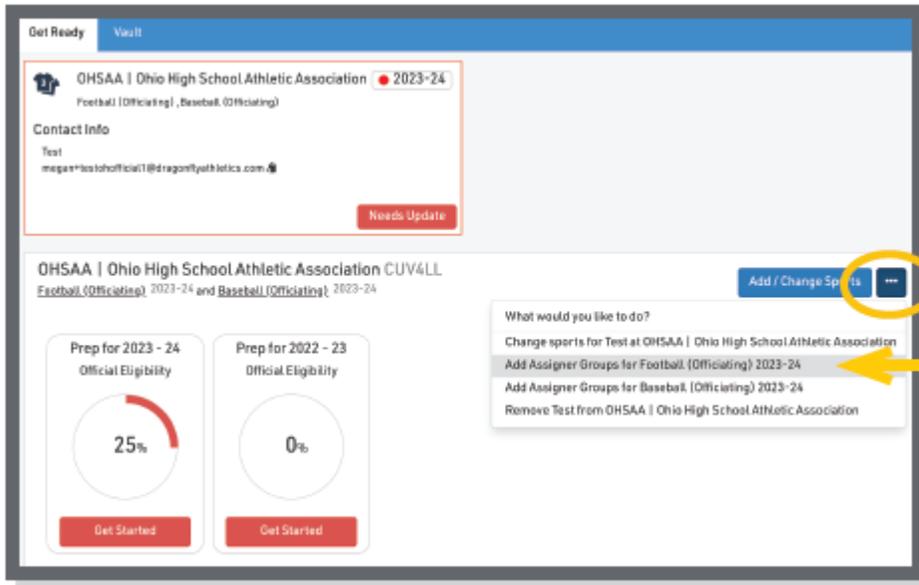


### Adding Additional Assigning Groups at Anytime

3. On the Today page, click your name on the bottom left, then 'My Info'.

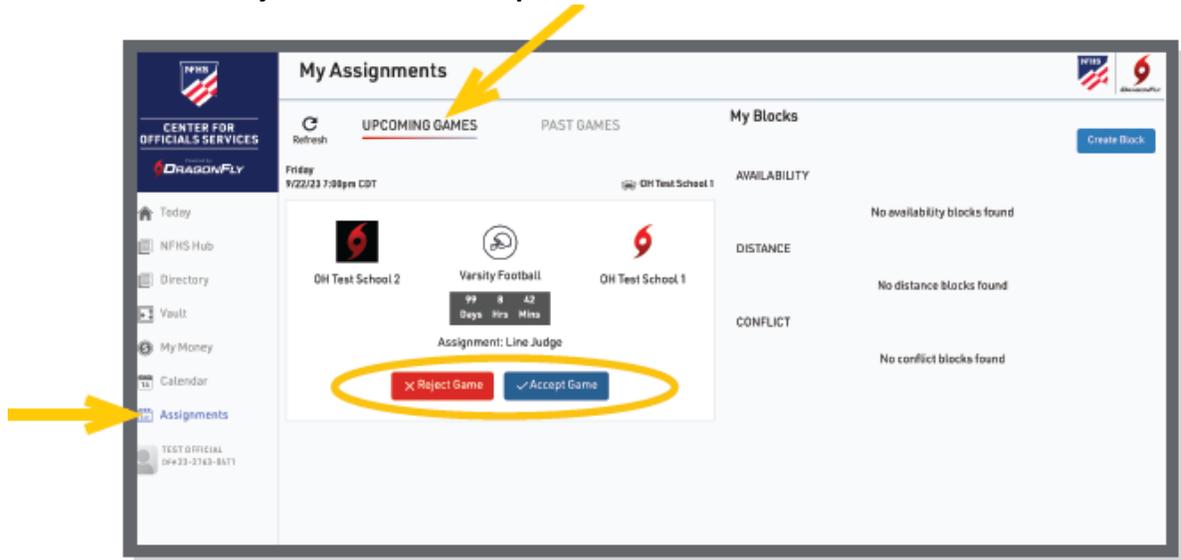


4. Select the  button on the right side, then select **'Add Assigner Groups'** from the 'What would you like to do?' dropdown menu.



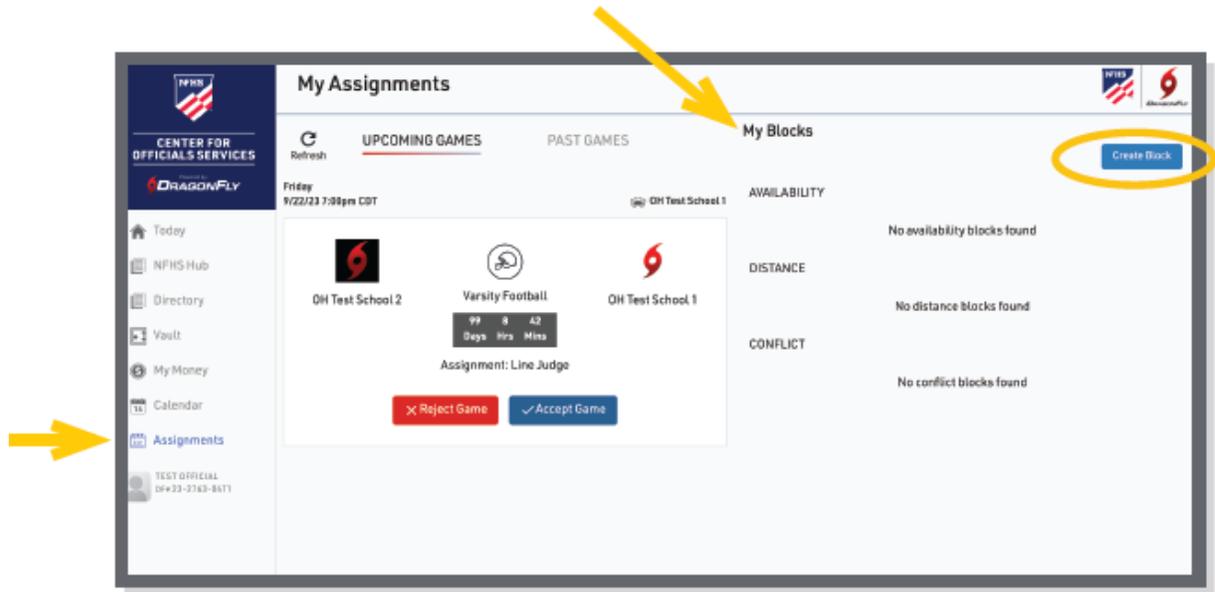
## Here's How to View Assignments

1. Click **'Assignments'** on the left navigation menu.
2. Under the **UPCOMING GAMES** tab, you'll see any games that were accepted in Arbiter prior to May 27 for playing dates July 1 and forward, or any assignments that are pending your approval. **Click either 'Reject Game' or 'Accept Game'.**



## Here's How to Block Dates and Times

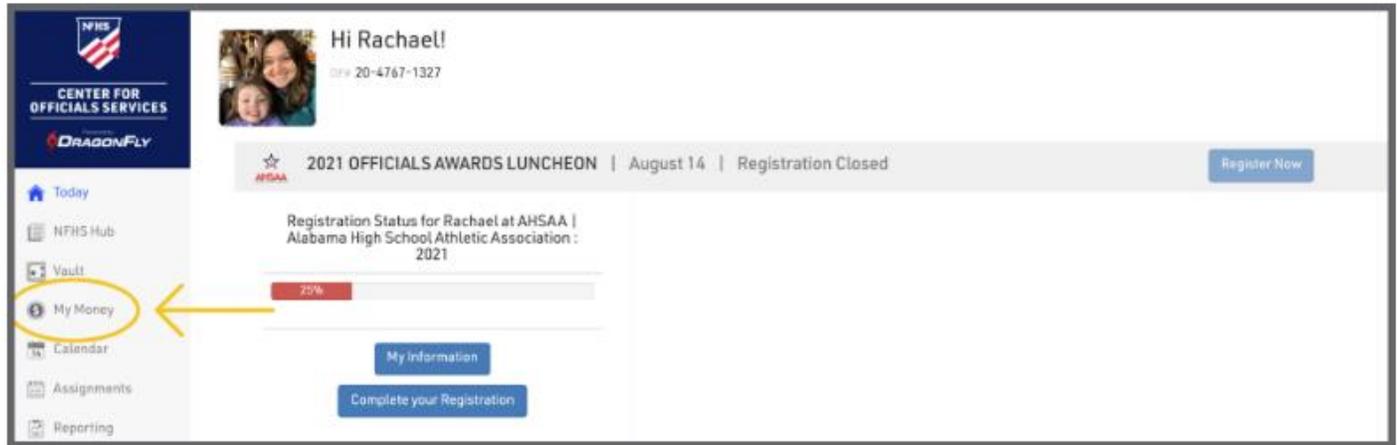
1. Click **'Assignments'** on the left navigation menu.
2. Under the **My Blocks** heading, click the **'Create Block'** button. Follow the prompts.  
For more information, including instructions for setting up conflict blocks on the mobile app, click [here](#).



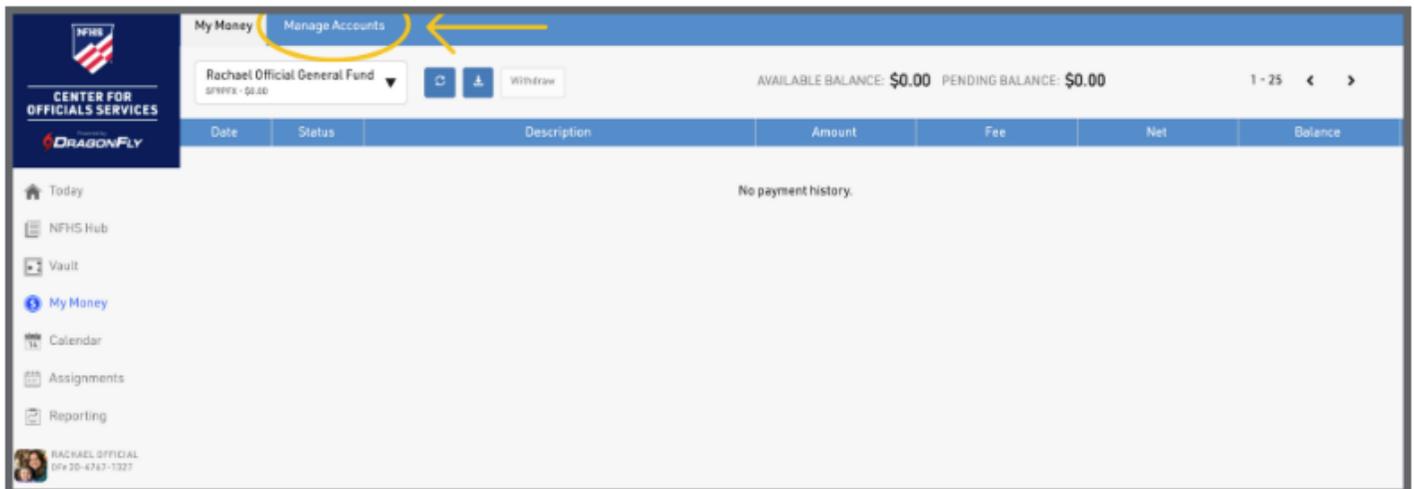
## Here's How to Link Your Bank Account and Receive Payments

A video outlining the process below is available at <https://youtu.be/TUxbeiUc15A>.

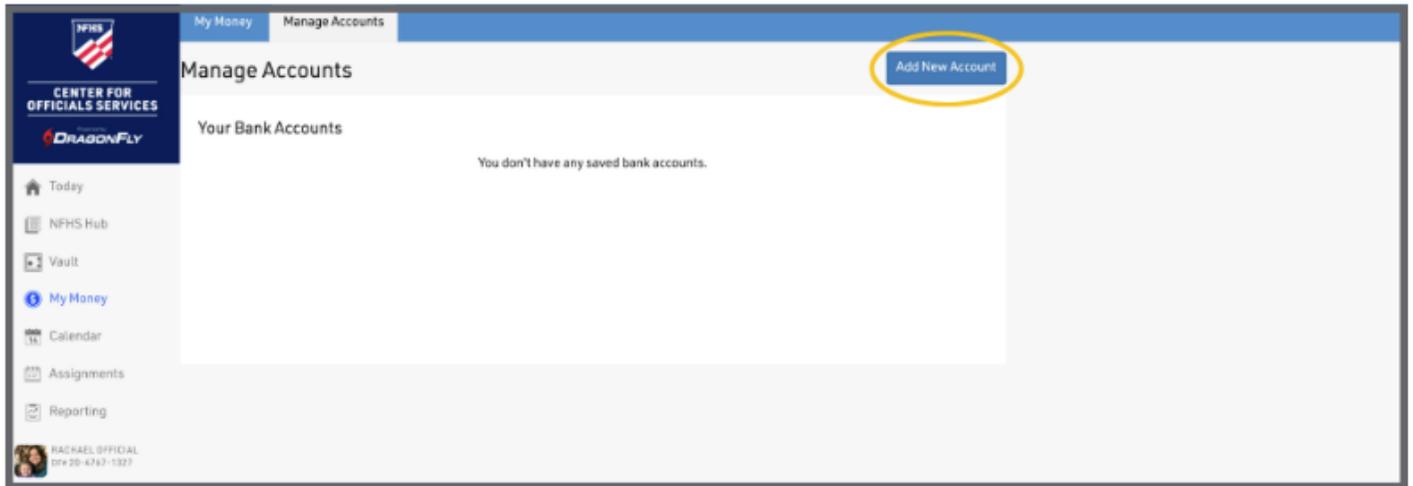
1. Log in to your DragonFly Max account at [DragonFly Max website](#), click the 'My Money' link from the left-side menu.



2. Select the 'Manage Accounts' tab at the top of the screen. If you have any incoming payments, each will be visible in the 'My Money' section, with your account balance at the top.



3. Select the 'Add New Account' button to set up your bank account. The DragonFly system supports both checking and savings accounts.



4. Input and save your **bank account information, tax information, physical address and mailing address**. Note: DragonFly collects your tax information to issue your IRS Form 1099 each year. [Click here for information about our security practices and military-grade encryption](#) to keep your data safe.

A screenshot of a modal form titled 'Add a new bank account'. The form is overlaid on a background page that shows 'Payment Methods' and 'Orval Brewer General Fund'. The form fields are as follows:

- Name on Account: Orval Brewer
- Bank Name: USAA
- Routing Number: 123456789
- Verify Routing Number: 123456789
- Account Number: 123456789012
- Verify Account Number: 123456789012
- Nickname: USAA Checking Account

Below these fields is a section titled 'Tax Info' with the following fields:

- First Name: Enter first name
- Last Name: Enter last name
- Tax Entity: (field is partially visible)

At the bottom right of the modal are two buttons: 'Cancel' and 'Save'.

5. DragonFly will verify that you have access to the bank account by making two micro-deposits into your bank account. These small amounts are under a dollar each and they will appear in your online bank statement or bank account ledger with the description 'DragonFly Athlet Amts'.

4 SEP	<a href="#">Dragonfly Athlet Amts</a>	Uncategorized	+\$0.91
4 SEP	<a href="#">Dragonfly Athlet Amts</a>	Uncategorized	+\$0.71

**Note:** The micro-deposits will be reversed and withdrawn from your account in one sum after your account has been verified.

11 SEP	<a href="#">Dragonfly Athlet Amts</a>	Uncategorized	-\$1.62
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**Please allow 24-48 hours for the micro-deposits to appear in your bank account BEFORE entering any information.** Attempting to enter any numbers for micro-deposits more than 10 times will lock your account and when locked, you will have to delete your payment account and start over.

If you delete your payment account for any reason, the original micro-deposits will no longer be valid, and you will therefore have to wait for the new deposits to appear in your bank account.

6. Once you see the micro-deposits in your bank account, return to your **Payment Methods** screen where you can enter each amount and verify that you have access to your bank account.

Your Bank Accounts

Bank Account Ending in 6247 Waiting on micro-deposit verification Click to verify 1

Your Bank Accounts

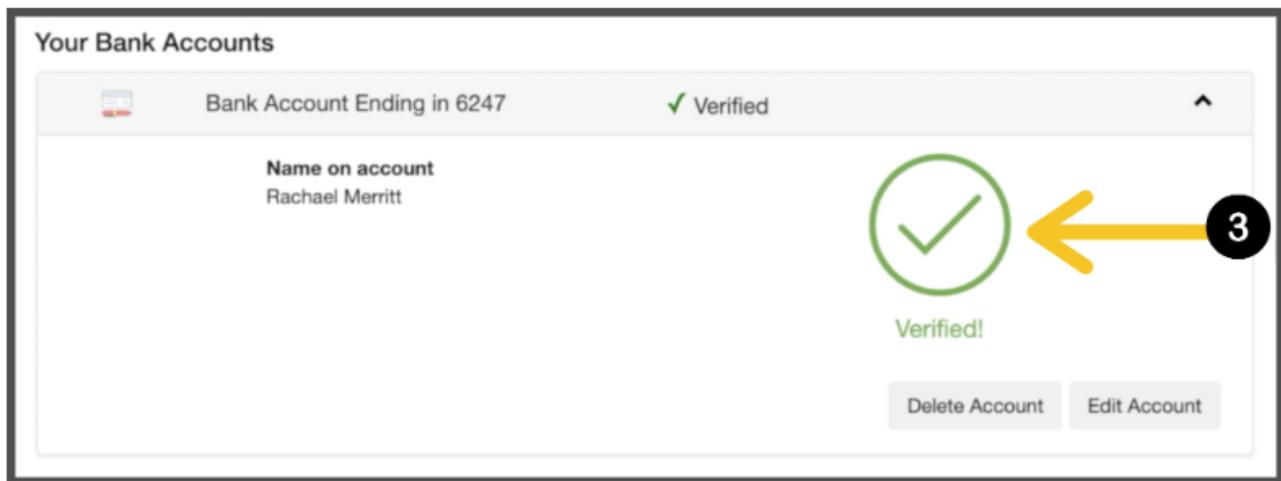
Bank Account Ending in 6247 Waiting on micro-deposit verification Click to verify 2

Name on account  
Rachael Merritt

Enter micro-deposits

Amount 1  2

Amount 2



7. Select 'My Money' at the top of the screen. This is where you will see a ledger of all your payments and withdrawals.

**My Money** Manage Accounts

Hugo Berry General Fund 520272 - \$43,208.06 Withdraw

AVAILABLE BALANCE: **\$43,208.06** PENDING BALANCE: **\$0.00** 1 - 25

Date	Status	Description	Amount	Fee	Net	Balance
May 26 2021	COMMITTED	Official - Hugo Berry - 10/10/2020 - Test Rogers MS vs MS Test School 1 (JV Baseball)	\$40.00	\$0.00		\$43,208.06
Mar 18 2021	COMMITTED	11/24/2020 - Referee - TBD vs TBD (Varsity Football) and 1 other games	\$40.00	\$0.00		\$43,168.06
Mar 18 2021	COMMITTED	11/17/2020 - Referee - TBD vs TBD (Varsity Football) and 1 other games	\$40.00	\$0.00		\$43,128.06
Mar 18 2021	COMMITTED	11/29/2020 - Referee - TBD vs TBD (Varsity Football) and 1 other games	\$40.00	\$0.00		\$43,088.06
Mar 11 2021	COMMITTED	10/29/2020 - Referee - TBD vs TBD (Varsity Football) and 1 other games	\$40,000.00	\$0.00		\$43,048.06
Mar 10 2021	COMMITTED	Official - Hugo Berry - 10/31/2020 - Referee - TBD vs TBD (Varsity Football)	\$200.00	\$0.00		\$3,048.06
Mar 10 2021	COMMITTED	10/26/2020 - Referee - TBD vs TBD (Varsity Football)	\$20.00	\$0.00		\$2,848.06
Mar 10 2021	COMMITTED	Official - Hugo Berry - 10/26/2020 - Referee - TBD vs TBD (Varsity Football)	\$20.00	\$0.00		\$2,828.06
Mar 10 2021	COMMITTED	Official - Hugo Berry - 10/28/2020 - Referee - TBD vs TBD (Varsity Football)	\$20.00	\$0.00		\$2,808.06
Mar 09 2021	COMMITTED	Official - Hugo Berry - 10/27/2020 - Referee - TBD vs TBD (Varsity Football)	\$40.00	\$0.00		\$2,788.06
Feb 11 2021	COMMITTED	Official - Hugo Berry - 02/03/2021 - Test Rogers Group vs Test Rogers MS (Varsity Baseball)	\$80.00	\$0.00		\$2,748.06

8. You can click on a transaction to view more details in the right-side panel.

**Transaction Details**

Total  
**\$40.00**

Payer: User Profile Not Verified  
Payment Type: mastercard  
credit card ending: 4444  
Expiration Date: 04/2044

Hugo Berry: Game Fee - 10/10/2020 - Plate - Test Rogers MS vs MS Test School 1 (JV Baseball)  
Description: DF#20-1718-3184 **\$40.00**

Hugo Berry: Travel - 10/10/2020 - Plate - Test Rogers MS vs MS Test School 1 (JV Baseball)  
Description: DF#20-1718-3184 **\$0.00**

Hugo Berry: Per Diem - 10/10/2020 - Plate - Test Rogers MS vs MS Test School 1 (JV Baseball)  
Description: DF#20-1718-3184 **\$0.00**

Hugo Berry: Other - 10/10/2020 - Plate - Test Rogers MS vs MS Test School 1 (JV Baseball)  
Description: DF#20-1718-3184 **\$0.00**

9. To transfer funds to your bank account, select the 'Withdraw' button.

The screenshot shows the 'My Money' interface for 'Hugo Berry General Fund'. The available balance is \$43,208.06 and the pending balance is \$0.00. A table lists transactions with columns for Date, Status, Description, Amount, Fee, Net, and Balance. The 'Withdraw' button is circled in yellow, and a yellow arrow points to it from the right.

Date	Status	Description	Amount	Fee	Net	Balance
May 26 2021	COMMITTED	Official - Hugo Berry - 10/10/2020 - Test Rogers M5 vs MS Test School 1 (JV Baseball)	\$40.00	\$0.00		\$43,208.06
Mar 18 2021	COMMITTED	11/24/2020 - Referee - TBD vs TBD (Varsity Football) and 1 other games	\$40.00	\$0.00		\$43,168.06
Mar 18 2021	COMMITTED	11/17/2020 - Referee - TBD vs TBD (Varsity Football) and 1 other games	\$40.00	\$0.00		\$43,128.06
Mar 18 2021	COMMITTED	11/29/2020 - Referee - TBD vs TBD (Varsity Football) and 1 other games	\$40.00	\$0.00		\$43,088.06
Mar 11 2021	COMMITTED	10/29/2020 - Referee - TBD vs TBD (Varsity Football) and 1 other games	\$40,000.00	\$0.00		\$43,048.06
Mar 11 2021	COMMITTED	Official - Hugo Berry - 10/31/2020 - Referee - TBD vs TBD (Varsity Football)	\$200.00	\$0.00		\$3,048.06
Mar 10 2021	COMMITTED	10/26/2020 - Referee - TBD vs TBD (Varsity Football)	\$20.00	\$0.00		\$2,848.06
Mar 10 2021	COMMITTED	Official - Hugo Berry - 10/26/2020 - Referee - TBD vs TBD (Varsity Football)	\$20.00	\$0.00		\$2,828.06
Mar 10 2021	COMMITTED	Official - Hugo Berry - 10/28/2020 - Referee - TBD vs TBD (Varsity Football)	\$20.00	\$0.00		\$2,808.06
Mar 09 2021	COMMITTED	Official - Hugo Berry - 10/27/2020 - Referee - TBD vs TBD (Varsity Football)	\$40.00	\$0.00		\$2,768.06
Feb 11 2021	COMMITTED	Official - Hugo Berry - 02/03/2021 - Test Rogers Group vs Test Rogers M5 (Varsity Baseball)	\$80.00	\$0.00		\$2,748.06

10. Enter the amount you want to withdraw then select your bank account from the drop-down menu. Select the 'Request' button to finalize your request. You will receive a confirmation email with your withdrawal details.

The screenshot shows the 'Request Payout' dialog box overlaid on the transaction table. The dialog has a title 'Request Payout' and a sub-header 'Amount to Draw' with the value '\$43,208.06'. Below this is a text input field for 'Amount to Draw' containing '\$ 2,000.00'. There is also a dropdown menu for 'Deposit Into' set to 'Hugo Savings'. At the bottom of the dialog are 'Cancel' and 'Request' buttons. The 'Request' button is circled in yellow. The background table is dimmed.

11. It will take 3-5 business days for the funds to transfer to your bank account. **Note: There are no fees for officials to transfer funds to their bank account.**